

OSRO APPLICATION CHECKOFF SHEET

_____ Completed data disk

_____ Valid Attestment Letters or Legal Contracts documenting contracting resources with signatures of companies representatives.

_____ A valid Letter of Intent (LOI) must be from the contractor to the OSRO and must include the following elements at a minimum:

- 1. The name, site address, phone numbers of company providing the resources.**
- 2. The name, site address, phone numbers of company receiving the resources.**
- 3. Name of company's executive representatives, addresses, phone numbers and e-mail addresses.**
- 4. A complete listing of the specific resources (personnel and equipment) being provided from each contracting party.**
- 5. The time frame or period for which the contract is honored or valid.**
- 6. The number of personnel employed by the applicant company and their status: full time or part time, and geographic location with respect to the company: working on-site or recall as needed.**

THIRD PARTY CONTRACTS / LOIs / SUBCONTRACTS ARE NOT ACCEPTABLE AND MAY PROLONG YOUR APPLICATION PROCESS !!!

_____ Signed letter from the OSRO to the NSFCC attesting the following:

"The factual information provided regarding (OSRO's Names) response equipment and personnel is correct to the best of my knowledge and belief. I agree to be visited by Coast Guard personnel for the purpose of verifying the information contained in this application. I understand that all response resources identified for classification purposes are subject to verification visits."

_____ Response plan regulations 33 CFR part 154 / part 155 require the documentation of OSROs that do and do Not conduct shoreline cleanup operations as a normal business practice. In order to meet these requirements and track OSROs missions and capabilities, the NSFCC needs a written response to the following questions:

- a. Does your company, as a regular business practice, have the means (equipment and personnel) to conduct oil spill shoreline clean up operations?
- b. Is this function part of the service you provide to the plan holders (facility and vessels)?
- c. If so, please describe whether you perform this function using owned or contracted resources?

Enclosure (3)